

**JCIC Minutes**  
**September 17, 2008 10:00 - Noon**  
**Kentucky Department for Mental Health, Developmental Disabilities and Addition Services**  
Held as Audio Conference Call

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**Attending Representatives:**

**Regional MH/MR Boards**

<b>Four Rivers:</b>	Terry Hudspeth
<b>Pennyroyal:</b>	John Pyle
<b>River Valley:</b>	Lisa Boehman-Kincheloe
<b>Lifeskills:</b>	Art Stockton
<b>Communicare:</b>	Vicky Heath
<b>Seven Counties:</b>	Kevin Early
<b>Northkey:</b>	Carolyn Earls
<b>Comprehend:</b>	Rick Jones
<b>Pathways:</b>	Tom Leach
<b>Mountain:</b>	Walter Owens
<b>Kentucky River:</b>	Darlene Dixon
<b>Cumberland River:</b>	Miranda May
<b>Adanta:</b>	Pam Foley
	Cathy VanBruggen
	Susan Wheeldon
<b>Bluegrass:</b>	Tammy Nalle

**KDMHDDAS:**

**Mental Health / Substance Abuse:**

Michele Flowers  
Lou Kurtz

**Mental Retardation:**

Kedra Fitzpatrick

**Administration & Financial Management:**

Hope Barrett – Chairperson

**Commissioner's Office:**

not attending

**RDMC (Research and Data Management):**

Harry Hughes  
Jeanne Sturgill

**KARP:** not attending

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**Introductions - Welcome**

**1. Review last meeting's minutes**

No additions or comments were named; minutes accepted "as is".

**2. Client/Event Data Set**

**2a. 2009 Data Submission Guide.**

Reminder that any changes made to the 2009 Data Submission Guide are posted at:  
[http://mhmr.ky.gov/cmhc/cmhc\\_data\\_guide.asp](http://mhmr.ky.gov/cmhc/cmhc_data_guide.asp)

**2b. Veteran Population**

**Previously:** The subgroup made recommendations for capturing high-integrity data about veterans, active military personnel (see attached). This draft of recommendations will be finalized over the next few months through continued JCIC / Department Staff discussions.

It is noted that a few regions who continue to use the current "Veteran's Status" client field use it because it was easier than reprogramming to discontinue reporting on the field. Also, one region who uses in-house reports based upon this field reported that the updated field will give more preferred information.

**Follow-up:** Regions are asked to report on any further need for the current field options (such as the options listing specific wars). The proposal includes the removal of these "Veteran's Status" options as of July 1, 2009 as the new "Military History" field is implemented.

**Final Report:** Today, we depleted the discussions around adding the new field "Military Status" next year (7/1/09) and at the same time de-activating the current field "Veteran's Status". We heard this morning from two regions who have internal reports dependent upon the Veteran's Status field and they are able to transition their reports to the new field without problem. So, with everyone's concerns addressed, the group agreed that the Military Status field description in the agenda can be finalized for next year's Data Submission Guide. Within the Data Submission Guide, the field number for the new Military Status client field is #86. The final version is attached to these meeting minutes.

### **3. Human Resources Data Set**

none

### **4. Division-Specific Topics:**

#### **4a. Mental Health / Substance Abuse (MH/SA)**

none

#### **4b. Mental Retardation (MR) )**

none

#### **4c. Administration & Financial Management (A&FM)**

none

### **5. New Items**

**Previously:** The Department for Public Health (DPH) has developed an electronic reporting mechanism for collecting data about “First Steps” services. The new system is called “TOTS” – Technology-Assisted Observation and Teaming Support System. It replaces a system called CBIS which no longer exists after 12/31/08. TOTS will consist of web-based data management, record keeping (including assessments & staff notes), and claims processing. Centers are sending staff to be trained on it during July and August.

A question came from Seven Counties if KDMHMRS still wants to collect First Step services in our event data set. According to the contract between Centers and the Department, Data sets submitted to the Department include all services regardless of payer source. Department Staff will investigate the new TOTS system which was developed without KDMHMRS input and evaluate whether to require Centers to reprogram their data sets to exclude First Steps services.

**Follow-up:** Hope reported that we are investigating Dept. of Public Health’s new First Step data collection tool “TOTS”. The question was brought up at the last meeting if we could ensure there was no duplication of reporting required by CMHCs on this population. Kedra Fitzpatrick (DMR) reported that so far we’ve learned that TOTS may have a data dictionary that we could attain to better understand any overlap. We’ll continue to investigate. Further, the Dept. has given a few key DPH staff our client/event data dictionary so that (hopefully) they will also investigate overlap for this project as well as in the future.

### **6. Noon: Meeting Adjourned**

Next Meeting Scheduled

- November 19, 2008 audio conference call

#### **SFY 2008 Meeting dates:**

- January 21, 2009 face-to-face in Frankfort
- March 18, 2009
- May 20, 2009

## Final

**New client field to be active July 1, 2009 at which time current client field #13 “Veterans Status” will become inactive.**

### 86. Military History

*Description:* Identifies whether the client has performed military service. If client has served in multiple actions, mark the most recent service. Military service is defined as anyone in the Army, Navy, Air Force, Marines, Coast Guard, Public Health Service Commissioned Corps, Coast and Geodetic Survey, National Guard, or Reserve.

*Valid Codes:*

- 00 No military service
- 01 Active duty without deployment
- 02 Active duty with deployment to a non-combatant zone
- 03 Active duty with deployment to a hostile or combatant zone
- 04 Previous duty without deployment (veteran)
- 05 Previous duty with deployment to a non-combatant zone (veteran)
- 06 Previous duty with deployment to a hostile or combatant zone (veteran)
- 96 Not Applicable
- 97 Unknown
- 98 Not Collected

*Special Instructions:* Do not leave this field blank.